



**Department of Workforce Services (DWS)
Salt Lake & Tooele Employer Committee
Better Your Business Workshop**

YOUR EMPLOYEE HANDBOOK: CONTENT, CLARITY, AND CONSISTENCY

By: Jeanine Wilson, SPHR
Owner of Corporate Talent Advisors

Most employers have some form of employee handbook or personnel policies manual. If used properly, your handbook will serve to:

- Avoid litigation
- Communicate company culture
- Provide benefit and policy information
- Assist management in achieving employee success

This workshop will give you tips and advice on making the most of your handbook.

Date: October 15, 2008
Time: 7:30 a.m. to 9:00 a.m.
Place: Department of Workforce Services
1385 S. State Street, Room 157
Salt Lake City, Utah 84115

R.S.V.P. via e-mail: SLTEC@utah.gov or
Contact Jesi Wasden (801) 468-0245

The Better Your Business workshop series highlights community resources to Utah businesses and how you can utilize them more effectively. The workshops are offered bi-monthly, at **NO COST**.

jobs.utah.gov

Equal Opportunity Employer/Programs

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Spanish Relay Utah: 1-888-346-3162*

Utah Department of Workforce Services